



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 09, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Carl Treece		Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:32 AM
Michael Boller	Noxious Weed Director	Present	8:47 AM
Craig Cox	Deputy County Counselor	Present	8:49 AM
Amanda Webb	Planning/Special Projects Director	Present	9:40 AM
Julie Gibbs	Health Department Director	Present	9:55 AM
Darell Edie	Budget & Finance Officer	Present	10:20 AM
Perry Piper	Environmental Health Specialist	Present	10:57 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Treece, Precinct Committeeman of Ogden, said he would like for the Board to approve the Scenic Overlook and walking trail. Treece stated the project is for the youth and Ogden history. Treece said one of the highest points in Kansas overlooks the valley.

Treece stated Rob Eichman stated he will help with the project. Treece said there are others who are willing to help with the project.

Ellermann said it is at the top of the hill out by Skyway Drive.

Ellermann stated there may be space to do a horseshoe drive.

The Board agreed by consensus for Ellermann to work with Treece to bring back a report on a potential Scenic Overlook and walking trail near Skyway Drive.

Commission Comments

2. Commission Comments

Focke's Comments:

Since Monday afternoon, I've had a challenging week. There have been many phone calls and messages concerning residential property values. I have suggested that property owners check out comparable properties provided by the Appraiser's office and then decide if they want to go through the appeal process.

Several of my scheduled meetings were cancelled and/or postponed at the last minute, so worked on other issues. The Keats tax district meeting is tonight and I have been taking phone calls on that and working with Amanda on the presentation.

Wednesday, I attended the Township Officials Meeting at Pottorf Hall. Presentations were made by county staff - John Ellerman, Mike Boller, Lori Muir, and Berta Lund. Other presenters were Brian Peete (RCPD Director) and Matt Mackeprang (KDOT).

A discussion led by John Ellerman was held on county road systems, their maintenance, and possible changes to the process.

Wednesday evening I went to hand bell practice and Lenten services at church.

Ford's Comments:

Monday afternoon I met with Cory Meyer, Riley County IT Director to discuss a handful of items including rural broadband efforts, staff and personnel challenges in his department, some technological upgrade to the BOCC Chambers and Livestream, and the use of other technology in Riley County including the new Public Safety Headquarters. Certainly appreciated the time spent discussing these items and look forward to tracking where some of this goes as we move along in 2023 as well.

Also Monday afternoon I met with Gary Fike, K-State Research and Extension Director to chat about last week's fairgrounds discussion and to provide some insight on the task force that will be developed to continue the dialog moving forward. I thought it was important because this came up so quickly on the radar to know and understand where everyone is at currently before moving forward.

Lastly on Monday I met with Amanda Webb, Riley County Planning Director to chat about some thoughts and idea in reference to the upcoming update to the county's comprehensive plan as well as our master plans for facilities and parks. We also chatted about the soon to be open Environmental Health Specialist position and personnel challenges as a whole too. I also chatted briefly to get some insights on SB 162 the Riley County Nuisance Abatement Act that is currently in the Kansas Senate. Glad we had the opportunity to catch up as we had to reschedule this meeting from earlier in February.

Wednesday I attended the Annual Township Meeting held at Pottorf Hall. Good to see a large turnout and I thank everybody at Public Works, and all who had a hand in this meeting as well as everyone who helped sponsor the event. Much like every year these meetings are important to have quality discussion with our local rural leaders who much like us Commissioners have to engage their local communities and neighbors as well. I thought the dialog during the meeting went well and really gave quality insight as to where we are here in Riley County in real time.

Later Wednesday afternoon I had the monthly virtual meeting via Microsoft teams with NACo's Community Economic and Workforce Development Committee. After some opening remarks and introductions from our Chair Martha Schrader, Commissioner from Clackamas County, Oregon we heard from Grace Blanchard, Program Manager, Resilient Economies and Communities with the National Association of Counties on the BRECC National Network which is a virtual learning series that can be used to help inform and educate on local items in these areas. Next we heard from Kevin Shrawder, Senior Analyst, Economic and Government Studies for the National Association of Counties on the Housing Task Force and where it stands and is going currently. After that we heard from Michael Matthews, Legislative Director for the CEWD for the National Association of Counties and he gave us a legislative update from Capitol Hill, lastly we had an open dialog from commissioners around the county on some of the hot topic items they are facing currently and a summary from last month's Policy Conference in Washington, D.C.

Also want to say thanks to Harris County Texas Commissioner Adrian Garcia for the nice card he sent and for the words of encouragement after we met and chatting during last month's NACo Conference in

Washington, D.C.

McKinley's Comments:

After our meeting Monday I met with Appraiser Anna Burson. I had questions and clarifications from residents about recent valuations. In particular about a large landowner in north county and some misinformation that was out about that property. We also discussed her department in general and plans going forward.

I later had a conversation with Clancy Holeman, County Counselor about some items.

Tuesday was the prebid meeting for the fire stations. There were three bidders present and two more by zoom.

Tuesday evening I attended the Leonardville City Council. I told them about our meetings in the small towns we will have this year. They are working on setting up a Municipal Court. The new north county Sargent was introduced.

Wednesday was the Township Officials meeting. There were a lot of good discussions. We also talked about the different county and township road systems. The pluses and minuses were discussed and we were able to relay problems we are having now.

In the evening I attended the Randolph City Council. I also told them about our meetings in the small towns we will have this year and the new Sargent was also introduced.

Business Meeting

3. North County EMS Station Project Bid Recommendation

Move to approve the low bid submitted by Schultz Construction for the North County EMS Station Project in the amount of \$799,000.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

4. Plaza Reservation Request for Kansas Science Fest/Downtown Manhattan, Inc.

Move to approve a Plaza Reservation Request for the Kansas Science Fest/Downtown Manhattan, Inc. on Saturday, April 29, 2023 from 11:00 a.m. - 4:00 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

5. Riley County Shared Leave Request Form

Move to approve the Riley County Shared Leave Request Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed Riley County Personnel Action Forms for the following:

- Sarah Dorsen, a new hire, as an As Needed Clerical, in the Planning and Development Department, at a Range TASND, at \$15.00 per hour.
- Andrew Theodore Girard, a new hire, as an As Needed Security Officer, in the Public Works Department, at a Range 2, at \$20.74 per hour.

7. Discuss topics for the Joint City/County/County Meeting Agenda

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$660,930.09 and the following warrant vouchers for March 10, 2023:

2022 Budget

Disaster Fund	\$47,652.54
University Park W&S	378.91
Univ Park W&S Cap Reserve	4,067.64
TOTAL.	\$52,099.09

2023 Budget

County General	\$664,999.64
Health Department	88,796.97
Community Corrections	18,937.57
Capital Improvements Fund	561.96
Emergency 911	312.35
Solid Waste	4,615.24
County Building	14,599.29
RCPD Levy/Op	2,634.30
Riley Co Fire Dist #1	15,490.97
University Park W&S	2,188.29
Hunters Island Water Dist	1,395.58
Carson Sewer Benefit Dist	833.33
Moehlman Bottoms	627.30
Konza Water Operations	3,601.95

TOTAL. \$819,594.74

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Mar 6, 2023 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM Craig Cox, Deputy County Counselor

12. Animal Control within Riley County

Cox discussed Riley County's Animal Control Policy.

9:20 AM Mike Boller, Noxious Weed Director

13. Bid opening for tractor

The Board of County Commissioners opened the following bids for a tractor:

Company	Base Bid
KanEquip, Inc. 408 Lincoln Avenue Wamego, KS 66547	\$116,909.10
Prairieland Partners, LLC #1 1001 Southwind Drive Wamego, KS 66547	\$111,500.00
Prairieland Partners, LLC #2 1001 Southwind Drive Wamego, KS 66547	\$98,285.77

Move to refer the bids to staff for evaluation and recommendation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM Mike Boller, Noxious Weed Director

14. Staff Update

Boller presented the Noxious Weed staff update.

15. 2022 Noxious Weed Annual Report

Boller presented the 2022 Noxious Weed Annual Report.

Move to approve 2022 Noxious Weed Annual Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

16. 2023 Management Plan

Boller presented the 2023 Management Plan.

Move to approve the 2023 Annual Noxious Weed Management Plan.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

9:45 AM

Daryn Soldan, Manhattan Area Chamber of Commerce

17. Economic development update

Soldan presented the Chamber of Commerce economic development update.

10:00 AM

Julie Gibbs, Health Department Director

Move to recess as the Board of County Commissioners and convene as the Board of Health.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

18. RCHD Monthly Update

Gibbs presented the Health Department monthly report.

19. RCHD Out of State Travel Request

Gibbs presented the out of state travel request.

Move to approve the Out of State Travel Requests for Sarah Haybarker and Brevia Spencer to attend the PREVCON - Safe Kids Worldwide Annual Conference in Washington, D.C.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

20. RCHD Out of State Travel Request

Gibbs presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Skylar German and Paulina Gatica to attend the 2023 NACCHO Preparedness Summit in Atlanta, Georgia.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

21. RCHD Aid to Local Grant Request Approval

Gibbs presented the Aid to Local Grant Requests.

Move to approve the Aid to Local Grant requests and sign the Grant Application Signature Pages to be sent to KDHE on March 15th for the Riley County Health Department in the amount of \$1,177,841.00 and the Wildcat Region in the amount of \$32,119.67.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:30 AM Budget and Planning Committee - Darell Edie, Budget and Finance Officer

22. Monthly Cash Flow Report for February 2023

Edie presented the monthly cash flow reports.

23. 2024 Budget Baseline

Edie presented the information for the 2024 Budget Baseline.

Ford said he is going to pass on any new positions this year until caught up on current positions.

Focke stated she would like to see personnel needs to evaluate.

McKinley said he agreed probably not but wants to see personnel needs.

Move to approve that the budgets are to be presented reflecting departmental needs being aware of current economic conditions and tax sentiment of the public. New positions will NOT be added to proposed budgets. Step will be included on the proposed budget for ALL positions including professional positions. New positions request will be submitted to the Human Resource Director to be presented for consideration including the request for COLA.

RESULT:	ADOPTED [2 TO 1]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Focke, McKinley
NAYS:	Ford

10:50 AM Shilo Heger, Treasurer

24. February 2023 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's report.

11:05 AM Amanda Webb, Planning/Special Projects Director

25. Discuss Environmental Health Specialist transition

Webb presented the Environmental Health Specialist transition.

Piper thanked the Board for the opportunity to work at Riley County.

Piper stated he has notified KDHE and they have sent out a mass email to county sanitarians.

Piper said they have made contacts if a soil profile is needed to size a lateral field system.

Ellermann stated he may be able to assist with soil profiles if needed.

Vargo discussed HB 2366 LAVTR and House Concurrent Resolution No. 5009 reducing the assessment rate from 11% to 9% for residential real estate.

11:25 AM Clancy Holeman, Counselor/Director of Administrative Services

26. Administrative Work Session

11:25 AM 27. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, attorney for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 11:45 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:45 AM Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner

AYES:	Ford, Focke, McKinley
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Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Holeman discussed SB 248 the elimination of local sales tax. Holeman said he would like to have a Board member available to sign the testimony tomorrow.

The Board agreed by consensus for Commissioner Ford to sign the SB 248 testimony tomorrow.

11:58 AM **Adjournment**

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley